

**STATE OF RHODE ISLAND
DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES**

PUBLIC NOTICE OF PROPOSED RULE-MAKING

In accordance with Rhode Island General Law (RIGL) 42-35 and 42-72-5, notice is hereby given that the Department of Children, Youth and Families proposes to adopt the following DCYF rule:

RESIDENT HANDBOOK

This new rule, in compliance with the federal court order relating to RI Training School residents and the accreditation standards of the American Correctional Association for Juvenile Training Schools and Juvenile Detention Facilities, outlines the required contents of the RI Training School resident handbook as well as requirements for distribution to residents and the process for annual review.

In the development of this rule, consideration was given to the following: (1) alternative approaches and (2) overlap or duplication with other statutory and regulatory provisions. No alternative approach or duplication or overlap was identified based upon available information.

This proposed rule is accessible on the R.I. Secretary of State's website (<http://www.sec.state.ri.us/ProposedRules/>) and the DCYF website (<http://www.dcyf.ri.gov>) or available in hard copy upon request (401 528-3685). Interested persons should submit data, views or written comments by April 5, 2010 Susan Bowler, Administrator for Families and Children, Department of Children, Youth and Families, 101 Friendship Street, Providence, RI 02903 (Susan.Bowler@dcyf.ri.gov).

In accordance with RIGL 42-35-3, an oral hearing will be granted if requested by twenty-five (25) persons, by an agency or by an association having at least twenty-five (25) members. A request for an oral hearing must be made within thirty (30) days of this notice.

Resident Handbook

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: RI Training School

Policy: 1200.1301

Effective Date:

Version: 1

It is essential that residents know what is expected from them and available to them during their stay in the RI Training School. Residents should also understand why and what disciplinary actions may be incurred by them. The Resident Handbook has been developed and is issued as a part of orientation for the achievement of these purposes.

Related Procedure

Resident Handbook

Related Policy

Incentive System - Points and Levels

General Discipline

Discipline for Academic and Vocational Classes

Behavior Report

Major Discipline Review

Administrative Classification to Restrictive Status

Crisis Intervention and the Use of Restraint

Lock Up

Resident Handbook

Procedure from Policy 1200.1301: Resident Handbook

- A. Within 24 hours of a resident's admission, facility staff provide each resident a copy of the Resident Handbook and discuss the rules governing conduct at the institution, including chargeable offenses and the range of penalties and disciplinary procedures and incentives for good behavior.
 - 1. When a literacy or communication problems exists, a staff member assists the resident. Interpreters are available, as required. Staff or interpreters communicate with the resident in a manner that he/she understands.
 - 2. Each resident signs RITS Form #060, Receipt of Resident Handbook upon receipt of the manual.
 - 3. Paragraph A is consistent with American Correctional Association (ACA) Standards 3-JDF-3C-01; 3-JTS-3C-01; 3-JDF-1E-02; 3-JTS-1E-02; 3-JTS-3C-03 and 3-JTS-5A-04.
- B. This manual, which has been translated into Spanish, includes a description of:
 - 1. Available academic, vocational, medical, recreational and community programs.
 - 2. Rules and regulations for resident conduct, including the Training School's Incentive System - Points;
 - 3. Explanations of the RITS grievance system;
 - 4. Explanations of the role of the Child Advocate and contact information;
 - 5. Explanations of the requirements of the Court Order and contact information for Plaintiffs' counsel;
 - 6. Explanations of disciplinary procedures; and
 - 7. Any other information deemed pertinent to the residential life in the Training School.
 - 8. Paragraph B is consistent with ACA Standards 3-JDF-3C-03; 3-JTS-3C-03; 3-JDF-5A-02; 3-JTS-5A-01; 3-JDF-5A-15 and 3-JTS-5A-04.
- C. The Unit Manager ensures that a Resident Handbook is conspicuously posted in an accessible area in each unit for all residents' use.
- D. The Resident Handbook is reviewed annually by the Superintendent or designee and updated as needed. Paragraph D is consistent with ACA Standards 3-JDF-3C-02 and 3 JTS-3C-02.
- E. Staff receive training so that they are familiar with all the material in this Handbook and can respond to resident questions in an accurate manner. Paragraph E is consistent with ACA Standards 3-JDF-3C-04 and 3 JTS-3C-04.